

The Illinois Model For The Certification of Alcohol, Tobacco and Other Drug Abuse Preventionists



d/b/a

Illinois Alcohol and Other Drug Abuse Professional Certification Association

**1-800-272-2632 (Illinois Only)
217-698-8110
217-698-8234 (Fax)**

WWW.IAODAPCA.ORG

IAODAPCA@AOL.COM

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**Mission: To protect the public by providing competency based
credentialing of Human Service Professionals**

**IAODAPCA, INC.
401 East Sangamon
Springfield, IL 62702**

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217-698-8110
217-698-8234 (Fax)**

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**© Revised July 2008
Supersedes all previous certification requirements**

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PREFACE

This document defines the role, purpose, functions and responsibilities of the certified alcohol, tobacco and other drug abuse prevention specialist and establishes a fair methodology for evaluation of competency. The credential defines minimum acceptable standards for the certified alcohol, tobacco and other drug abuse (ATODA) preventionist knowledge and skills to insure that the ATODA preventionist meets an acceptable standard of competency.

Competency Based -This professional, voluntary certification system is competency based. This means the minimum standards for the ATODA prevention specialist are the knowledge and skill base identified for the profession. The competencies are specific to alcohol, tobacco and other drug abuse/dependency prevention, thus distinguishing this profession from other behavioral health/human services professions.

Experience Based – This certification system recognizes two ways to acquire the minimum ATODA prevention specialist competencies: paid work experience and/or supervised volunteer experience.

PURPOSE

- To establish standards and procedures for the voluntary, professional certification of alcohol, tobacco and other drug abuse (ATODA) prevention specialist.
- To provide a respected credential of professional competency.
- To provide a method for maintaining and updating professional standards.

RATIONALE

The Illinois Alcohol and Other Drug Abuse Professional Certification Association, Inc. (IAODAPCA) endorses the concept that the prevention of alcohol and other drug abuse or dependency is a specialty field requiring performance by competent and professional individuals. The standards for certification of these professionals are weighted on the side of proven experience and education.

PHILOSOPHY STATEMENT

The ATODA prevention specialist combines a distinct knowledge base with human service skills to deal with the unique attitudes and behaviors associated with the prevention of alcohol, tobacco and other drug abuse/dependence. Knowledge and skill bases may be acquired through a combination of specialized training, education and supervised (mentored) work experiences. The ATODA Preventionist helps the individual, group and/or community to address physical, intellectual, emotional, social and spiritual needs to facilitate and maintain a health oriented lifestyle. The preventionist's clientele includes all individuals regardless of age, gender, group affiliation and/or perceived risk for ATODA problems.

IAODAPCA recognizes the disease model of alcoholism/addiction as well as the bio-psycho-social-spiritual approach and other philosophies effective in promoting recovery. It supports ongoing research and technology and remains open to new techniques as they are proven to be workable and effective. IAODAPCA is committed to the professional growth of prevention specialists and to openness and enthusiasm about new information that allows ATODA Preventionists to become more effective in their work. IAODAPCA recognizes the abstinence (from the use of mind altering drugs unless under medical supervision) model in the treatment of persons who are alcohol or other drug dependent. IAODAPCA also recognizes the harm reduction model; specifically methadone maintenance, for those clients for whom this is appropriate.

INTRODUCTION

Prevention professionals fill a unique role among health and human service professionals, especially in the alcohol, tobacco and other drug abuse/dependency field. They work in a variety of settings, using a combination of strategies and recognizing the need to provide quality services to the public. IAODAPCA, a voluntary credentialing system, provides certification of ATODA Prevention Professionals based on a combination of experience, education and training, supervised practical experience and a written examination.

The credentialing system identifies the functions, responsibilities, and knowledge and skill bases required by ATODA prevention professionals. IAODAPCA utilized resources from other states and the International Certification Reciprocity Consortium/Alcohol & Other Drug Abuse, Inc. (IC&RC) to create this system.

The Illinois Model is the basic document describing the rationale and competencies of the credentialing process. IAODAPCA recognizes that ATODA Prevention Professionals are educated in a wide range of disciplines, utilize many different approaches and techniques, and bring to the field diverse personal and professional experiences. The certification system is designed to accommodate and evaluate prevention specialists regardless of academic preparation or professional training and orientation.

DEFINITION AND SETTING

The ATODA Preventionist combines a distinct knowledge base with human service skills to deal with the unique attitudes and behaviors associated with the prevention of alcohol, tobacco and other drug abuse/dependence. Knowledge and skill bases may be acquired through a combination of specialized training, education and supervised (mentored) work experiences.

IAODAPCA recognizes professionals in the alcohol, tobacco and other drug abuse/dependency prevention fields perform different functions at different levels of accountability. To accommodate this diversity, certification is based on a classification system.

This certification system certifies ATODA preventionists as health care professionals. Strong professional credentialing programs include:

- objective testing instruments
- a meaningful code of ethics and a disciplinary review mechanism
- a continuing education requirement
- supervised (mentored) work experience

All applicants for ATODA preventionist certification must subscribe to the IAODAPCA Preventionist Code of Ethics and the jurisdiction of IAODAPCA in enforcement of the code.

Non-residents of Illinois are eligible for preventionist certification by IAODAPCA, but must meet all standards and criteria, including the requirement of a minimum of 51% of their time working as an ATODA Preventionist in Illinois (defined as a minimum of 21 hours per week as an ATODA Preventionist during the past 90 days in an appropriate Illinois institution, agency, organization, etc.), submit all requisite fees and maintain their certification via the continuing education mechanism.

CERTIFICATION LEVELS

Illinois has two levels of ATODA Prevention Certification recognizing a wide range of experience and training. The levels are intended to help preventionists plan for their professional growth and may be helpful to employers with regard to hiring, promotion and personnel planning. Certification at a level indicates the ATODA Preventionist has met the minimum standards for that level. The two levels of prevention certification are:

- Certified Alcohol and Other Drug Abuse Preventionist (CADP)
- Certified Senior Alcohol and Other Drug Abuse Preventionist (CSADP)

The CADP and CSADP credentials have reciprocity with some participating jurisdictions. Each participating jurisdiction has its own acronym for each level of certification.

In addition to performing the same prevention tasks as the CADP, the CSADP is qualified to perform prevention administrative and supervisory functions.

MINIMUM REQUIREMENTS FOR CERTIFICATION

The following chart details the minimum requirements for certification based on work experience, supervised practical experience and training/education:

Certification Level	Degree Requirement	Required Work Experience	Hours of Supervised Practical Experience	Hours of Training/Education	Required Examinations
CADP	High School/ GED	1 year (2,000 hours) of paid ATODA qualified work experience in the past four years Or ATODA prevention volunteer experience under the supervision of an IAODAPCA certified ATODA professional in the past four years	120 Hours	<p style="text-align: center;"><u>100 Hours</u></p> <p><u>50 hours</u> ATODA Specific</p> <p><u>6 hours</u> Prevention Specific Ethics</p> <p><u>44 hours</u> Performance Domains*</p>	ATODA Prevention Written Examination
CSADP	High School/ GED	4 years (8,000 hours) of paid ATODA qualified work experience in the past seven years Or ATODA prevention volunteer experience under the supervision of an IAODAPCA certified ATODA professional in the past seven years	240 Hours	<p style="text-align: center;"><u>150 Hours</u></p> <p><u>75 hours</u> ATODA Specific</p> <p><u>6 hours</u> Prevention Specific Ethics</p> <p><u>59 hours</u> Performance Domains*</p> <p><u>10 hours</u> Planning and Evaluation</p>	ATODA Prevention Written Examination

*Performance Domains – Planning and Evaluation, Education and Skill Development, Community Organization, Public and Organizational Policy, Professional Growth and Responsibility

Work Experience

Work experience is defined as ATODA prevention paid, supervised work experience or volunteer experience. The volunteer experience must have been performed under the direct supervision of an IAODAPCA certified ATODA professional. To be considered qualified paid or volunteer experience, a minimum of 50% of the paid work experience and/or 100% of the volunteer experience must be in the delivery of the performance domains.

Supervision/Mentoring

The applicant must submit documentation of on-the-job supervision in the five prevention domains. No single domain is to be performed for fewer than ten hours.

Supervision/Mentoring includes activities designed to provide training in specific prevention tasks. All of the required hours must be spent being observed (directly or indirectly) in the performance of prevention tasks and in receiving individual or group feedback on the performance of the prevention tasks. Individuals considered qualified to provide supervision/mentoring include the preventionist's actual supervisor, IAODAPCA certified ATODA Professionals, and experienced (minimum of 2,000 hours of paid ATODA prevention experience) ATODA Prevention Professionals.

Education

Applicants must hold a High School Diploma or GED, and must provide documentation that they have obtained a diploma, or a degree or certificate of completion from an institution that is accredited by the US Department of Education's Office of Post Secondary Education.

Education must be documented for ATODA specific, the performance domains, and prevention specific ethics. All of the required hours of education may be alcohol, tobacco and other drug specific providing six of those hours cover prevention specific ethics.

Sources of education are college courses, seminars, conferences, and in-services, etc. One college semester hour = 15 clock hours, one college quarter hour = 10 clock hours, and one college trimester hour = 12 clock hours).

HOW TO APPLY

Certification will be granted contingent upon documentation of eligibility, submission of all required application material, successful completion of the appropriate examination and payment of all fees. The following outlines the application, review and approval process:

1. Read the entire Illinois Model thoroughly.
2. Complete all parts of the application. Print legibly or type application.
3. Attach all required documentation to support employment and education (i.e. current job description, official transcripts, copies of training certificates, letters of attendance/participation)
4. A current job description, reflecting actual job duties and responsibilities performed by the applicant, is required, and must be on agency letterhead, dated and signed by the applicant and supervisor.
5. Sign and date the Preventionist's Code of Ethics and have the signature notarized.
6. Verify the completeness of the application by using the "Application Checklist" included with the application.
7. When the application is complete, mail all materials to: IAODAPCA, 401 East Sangamon Avenue, Springfield, IL 62702.
8. Applications will **not** be accepted by fax.

REVIEW OF MATERIALS

Upon receipt, the application and materials will be screened by IAODAPCA for completeness and correctness. The results may be one of the following:

Application Approved – The application meets all certification standards, and the applicant must pass the written examination, if he or she has not already done so, in order to meet the requirements for certification.

Application Pending – Some materials need clarification, submission or resubmission of any part of the application. The applicant will be notified in writing of the problem(s). **Within one year of the application date, corrected materials must be submitted to IAODAPCA or the applicant will need to restart the application process.**

Application Denied – Certification standards were not met resulting in denial of application.

ACCOUNTABILITY

The certification system is accountable to other professionals, and the credentials are independent, private, freestanding and self-supporting. The profession determines and maintains its own standards.

CERTIFICATION EXAMINATION

The applicant must meet all requirements to obtain certification. This includes an approved application, successful completion of the written prevention examination with a passing score and payment of all appropriate fees.

The written examination is offered four times per year. Applicants may take the examination prior to approval of their application. The minimum application requirements include:

- the first page of the application that includes general information about the applicant
- a signed, dated and notarized ATODA Prevention Code of Ethics
- payment of the application fee
- a letter from the applicant requesting to take the examination prior to application approval

This information must be received prior to the application deadline. The applicant will receive an examination letter and test code sheet. To be scheduled for the examination, the non-refundable examination fee must be submitted with a completed test code sheet. A deadline is set by which the payment and test code sheet must be received in the IAODAPCA office.

Individuals with disabilities and/or religious obligations that require modifications in examination administration must submit a written request for specific procedural changes to IAODAPCA no fewer than sixty days prior to the scheduled examination date. Official documentation of the disability or religious issue must be provided with the written request. With supportive documentation and proper notice for request, IAODAPCA will offer appropriate modifications.

The development of a valid examination for the certification process begins with a clear and concise definition of the knowledge, skills and abilities needed for competent job performance. The test is based on what the alcohol, tobacco and drug abuse preventionist does in practice. The knowledge and skill bases for the questions in the exam are derived from the actual practice of the preventionist in the alcohol, tobacco and other drug abuse performance domains. Multiple sources were utilized in the development of questions for the examination. The examination is comprised of multiple-choice questions, and each question is linked to the performance domains as well as the knowledge and skills identified for each domain. Applicants are allowed three and one-half (3½) hours to complete the examination.

Examination results are Pass/Fail and will be reported to applicants within 60 days. Applicants failing the written examination will be given opportunities to retest providing the application is in good standing. IAODAPCA will notify them of the next examination date they will be eligible to test.

Applicants must notify IAODAPCA of their intent to be seated for that examination by completing a test code sheet and paying the appropriate examination fee.

An applicant's file will be closed if the applicant does not retest within one year of obtaining a failing score. In such a case the applicant will be required to submit a new application.

A comprehensive study guide is available. The Study Guide is a tool to review the basic information required for the knowledge base as well as to experience what it is like to take a lengthy, multiple-choice examination.

TRANSITION TO ANOTHER LEVEL

A CADP may transition to a CSADP once the qualifications have been met. Qualifying work experience and training hours are cumulative. Application for transition does not suspend the Preventionist's CEU requirement for the current level of certification. Preventionists may transition by doing the following:

- Request transition application packet from IAODAPCA.
- Pay appropriate transition fee.
- Complete the application packet.
- Return the transition application to IAODAPCA for review and approval.

IAODAPCA will not review current files to verify an applicant's experience, supervised practical experience or education when the applicant is applying for a transition. The applicant is responsible for completing the application in order to provide the required information. "You have it on file" will not be accepted in lieu of the submitted information and such applications will be considered incomplete.

Applicants need not retake the prevention written examination when transitioning from one certification level to another.

CERTIFICATION TIME PERIOD

Once the application receives approval and the applicant has passed the written examination, he or she will be invoiced for the biennial certification fee. Once payment is received certification will be issued.

IAODAPCA certification encompasses two calendar years starting on the date of successful completion of the certification process. Two dates (date of issue and expiration) will appear on the preventionist's certificate along with a certification number.

Certified preventionists must display their certificates at their primary work site. Certified preventionists are responsible for renewal of their certification.

FEES

Application Fee	\$ 75.00
Written Examination	\$125.00
Transition to Another Classification	\$ 30.00
Biennial Certification Fee (CADP)	\$140.00
Biennial Certification Fee (CSADP)	\$180.00
Inactive Status (biennial fee)	\$ 20.00
Extension Fee (per month for a maximum 6 months)	\$ 10.00
Returned Check Fee	\$ 35.00
Payment Plan Service Charge	\$ 15.00

CERTIFICATION MAINTENANCE AND RECERTIFICATION

To maintain the high standards of the professional practice and to assure continuing awareness of new knowledge in the field, IAODAPCA requires all certified ATODA preventionists to renew their certification

every two years. Certified ATODA preventionists have the responsibility of maintaining their credential, and any failure to act is their responsibility. Certified preventionists must notify IAODAPCA, in writing, of any change of address. They are required to pay a biennial certification fee and submit continuing education units (CEUs).

Certified ATODA preventionists will be notified that their certification is about to expire no fewer than 30 days prior to the expiration date. They will submit their biennial certification fee and CEUs to IAODAPCA by their expiration date. Forms for the documentation of CEUs will accompany the notification and must be completed, signed, and submitted with proof of attendance. CEUs should not be submitted until notification of expiration. **CEUS will not be accepted by fax.**

Certified ATODA preventionists may arrange a payment plan for the biennial certification fee by selecting a payment option on the fee statement provided to the counselor. Such requests must be received **PRIOR** to the expiration date. If 45 days have passed from the expiration date without payment of biennial certification fee and/or submission of continuing education units, that certification shall be terminated. A non-response to biennial notices will result in termination of certification.

Continuing Education Policy

Forty (40) continuing education units (CEUs) are required to maintain certification and must be earned within the two-year certification period. An average of 20 CEUs should be obtained each year. CEUs are not transferable to any other certification period. CEUS obtained prior to the initial date of certification are not eligible to be used for maintaining certification. A preventionist may receive CEU credit only once for a training event, even if the event is repeated during different certification periods. A CEU is equivalent to one clock hour. (Excluded is non-program time such as breaks, social hours, registration time, and meal times). One college semester hour of credit is equivalent to 15 CEUs, one college trimester hour of credit is equivalent to 12 CEUs, and one college quarter hour of credit is equivalent to 10 CEUs.

All 40 CEUs required to maintain certification **must** be recognized or petitioned for IAODAPCA CEUs. Continuing education is broken down into two categories. Some continuing education may be recognized by IAODAPCA for both categories.

- **CATEGORY I** - Minimum 15 CEUs of education specific to alcohol, tobacco and other drug abuse/dependency.

Examples - pharmacology, the effects of alcohol, tobacco and other drugs on the human body, signs and symptoms of ATODA abuse and dependence, dynamics of the addiction process, evaluation theory and procedure, theories of addiction, historical perspectives

- **CATEGORY II** - Minimum 25 CEUs of education specific to knowledge and skills related to the ATODA prevention domains, tasks, and knowledge areas. Must have 6 hours prevention ethics education. Education and training does not have to be ATODA specific.

Examples - prevention program development, prevention theory and practice, public policy planning, ATODA prevention research and program models, grant and proposal writing, supervisory and management skills, human development, teaching and training, public speaking, community organization, community needs assessment, target populations, networking, working with volunteers, marketing, written communication, systems approach to prevention, group facilitation, professional ethics, rules and regulations, family dynamics, cultural diversity.

Sources of Continuing Education Units

- Recognized programs are training/education IAODAPCA has identified as fulfilling the criteria for CEU credit or are pre-recognized sources. The certificate of completion will contain the program number assigned by IAODAPCA, number of CEUs, and the category.

- Structured individual continuing education, such as IAODAPCA Bibliocredit Reading Program and other self-study programs, is available with a maximum of 15 CEUs every two years.
- Preventionists may receive up to 12 Category II CEUs every two years for volunteer time serving as a member of the Board of Directors, a member of a Board committee, or a member of an IAODAPCA committee.
- Teaching and training other ATODA professionals in prevention knowledge or competency areas qualifies for up to a maximum of 15 CEUs in a two-year certification period. The number of CEUs awarded will be equal to the number of hours spent in actual training time. Public education lectures and presentations for which the preventionist has previously received credit are not eligible.
- Research papers accepted for publication, reading or discussion at a professional meeting or conference, and professional publications in the ATODA prevention field qualifies for up to a maximum of 15 CEUs in a two-year certification period. The topic must pertain to alcohol, tobacco and other drug abuse and address one of the knowledge or skill areas. The work can be counted only once, even though presented in more than one format or location.

Agency In-service Education and Training Programs

Of the 40 CEUs required biennially, 20 CEUs may be agency in-service training programs. Inservices not previously awarded CEU recognition by IAODAPCA may be petitioned for CEUs

Validation of Continuing Education

Certified preventionists must document they have obtained CEUs and submit the appropriate validation for each educational experience.

- Certificates or other proof of completion for IAODAPCA recognized or petitioned trainings.
- Transcripts or official grade reports for college or university courses.

Procedures to Petition for CEUs

Not all educational experiences available to the certified preventionist will have been awarded CEUs by IAODAPCA, requiring the ATODA preventionist to petition such education/training for CEU credit. Requests are to be submitted to IAODAPCA on the petition form with the following information:

- Documentation of attendance
- Goals and objectives of the program
- Date/length of program in clock hours
- Brochure or other document describing program content
- Sponsor, location, instructor and target population
- Definition of the training type (publication, workshop, seminar)
- Identification of the ATODA specific content and/or knowledge/skill related to the prevention domains/tasks
- Non-refundable petition fee

Requests will be reviewed within 30 days, and the preventionist will be notified of the results. If recognized, the preventionist will be informed of the number of CEUs awarded.

Extension of Continuing Education Requirements

Preventionists unable to meet the continuing education requirements for recertification may request an extension, in writing. Extensions are \$10.00 per month for up to six months from the preventionist's expiration date. Preventionists not meeting the CEU requirement after the six-month extension shall not be permitted to place their certificate on inactive status and shall be terminated. Reinstatement shall be through completing the full certification requirement.

NOTE: Preventionists should understand this process leaves only 18 months to obtain CEUs for the current certification period.

INACTIVE STATUS

IAODAPCA has established an Inactive Status to allow professional IAODAPCA Preventionists who are experiencing extenuating circumstances, to prevent their certification from expiring. It has been established for preventionists who expect to be inactive for more than two years. Inactive Status allows the preventionist to avoid the full reapplication process.

Preventionists in good standing unable to meet the continuing education requirements for recertification maintenance due to health or extenuating personal reasons may place their certification on inactive status if they meet the requirements. The process for reactivation from inactive status will then be followed when the preventionist wishes to activate his/her certification.

Preventionists are eligible for inactive status if:

- they are certified and in good standing, i.e., current with fees and continuing education units.
- they are no longer working in the ATODA Prevention field.
- they are moving out of Illinois and elect not to maintain active certification and choosing not to maintain certification via CEUs.
- they are retired.
- they are on extended military active duty.
- they have health complications.
- they have extenuating personal reasons.

Insufficient hours of continuing education will not be accepted as rationale for requesting inactive status. Certificates placed on inactive status are not eligible for reciprocity.

During the period of inactive status, preventionists are considered to be without IAODAPCA certification. Such preventionists cannot refer to themselves in writing or verbally as “Certified ATODA Preventionists.”

Procedure for obtaining inactive status

- Request inactive status in writing from IAODAPCA stating the specific reason(s) for requesting inactive status.
- Include documentation for eligibility in the request for inactive status.
- Surrender current original prevention certificate to IAODAPCA. The preventionist will receive a letter from IAODAPCA acknowledging the certification number is inactive.
- Pay a biennial \$20.00 fee.

Procedure for reactivating a certificate from inactive status for preventionists who have left the state and continued in the ATODA field:

- Send written request for reactivation to IAODAPCA.
- Document fulfillment of requirements for certification under the laws/rules of the jurisdiction in which the work experience is occurring.
- Payment of appropriate fees based on level of certification.

Procedure for reactivating a certificate for preventionists who have left the ATODA field but wish to reactivate their certification before two years have lapsed:

- Send written request for reactivation to IAODAPCA.
- Payment of appropriate certification fees based on level of certification.
- Payment of reapplication fee.

- Provide documentation of current ATODA employment.
- Provide documentation of current CEU experience.

Procedure for reactivating a certificate for preventionists who wish to reactivate their certification and have been on inactive status for more than two years:

- Send written request for reactivation to IAODAPCA.
- Payment of appropriate certification fees based on level of certification.
- Payment of reapplication fee.
- Payment of written examination fee.
- Successfully complete the written examination required for certification.
- Submit current job description. This must be on agency letterhead, signed and dated by the preventionist and his/her current supervisor and include the amount of time spent in ATODA direct service.

TERMINATED CERTIFICATION

Certification will be terminated for the following:

- Failure to pay the biennial certification fee.
- Failure to apply for an extension prior to the expiration date.
- Failure to comply with the conditions of an extension by the deadline.
- Failure to document 40 continuing education units (CEUs) over the two-year period of certification and no request for extension or payment plan.
- Ethics violations.

All requests for reinstatement must be put in writing to the Executive Director of IAODAPCA. Telephone inquiries will not be accepted. A written response will be sent to the member.

APPEAL PROCESS

When an applicant is denied certification, questions the results of the application review, questions examination results or is subject to an action by IAODAPCA that the applicant deems unjustified, he or she has the right to inquire and appeal. If, after having been provided an explanation or clarification of the action of IAODAPCA, the applicant (complainant) still thinks that an action taken is unjustified, he or she may appeal. The complainant may appeal any decision within 30 days of receipt of the notice by sending a certified letter to the Executive Director of IAODAPCA, 401 East Sangamon, Springfield, IL 62702.

If applicants wish to appeal their written examination scores, they must submit a written request to IAODAPCA within 30 days of the postmark of the examination score report. Applicants will be required to pay a fee to re-score the examination. Applicants should be aware that examination security and item banking procedures does not permit them to have access to examination questions, answer keys or other secure materials.

DISCIPLINARY REVIEW PROCESS

Certified ATODA Preventionists hold a unique position of trust and responsibility and must be aware at all times of the ethical requirements imposed on them as a result of this special position.

IAODAPCA has established a disciplinary review process that provides an avenue through which complaints can be filed about ethical conduct of an IAODAPCA certified ATODA professional or an applicant to the IAODAPCA certification system.

If it is suspected that a breach of the code of ethics has occurred, it is suggested that this be brought to the counselor's attention first. If this does not result in a satisfactory outcome, the counselor's supervisor should be informed. If this action still does not result in a satisfactory outcome, an ethics complaint should be made to IAODAPCA.

The complainant will send a written request for an ethics complaint packet to IAODAPCA, 401 East Sangamon Avenue, Springfield, IL 62702.

The complainant will complete the packet and submit it to IAODAPCA. Once the ethics complaint packet is received by IAODAPCA the complaint will be investigated resulting in one of three findings:

- Dismissal of the complaint
- Return of the complaint to the Executive Director for further investigation; or
- Imposition of disciplinary action.

The complainant may appeal any decision within 30 days of receipt of the results of the complaint by sending a certified letter to the Executive Director of IAODAPCA.

PREVENTION PERFORMANCE DOMAINS

The 1999 ATODA Prevention Specialist Role Delineation Study identified five performance domains for the ATODA prevention specialist. Within each domain are several identified tasks that provide the basis for questions in the examination. Following is a listing of those domains, associated tasks.

Domain 1: Planning and Evaluation

- Assessing community needs.
- Developing a prevention plan.
- Selecting strategies to meet the needs of target populations.
- Applying sound prevention theory and practice.
- Identifying funding sources.
- Reviewing evaluation options.
- Conducting evaluation activities.
- Documenting project activities and outcomes.
- Refining the prevention program.

Domain 2: Education and Skill Development

- Tailoring education and skill development.
- Connecting prevention theory & practice using current research & program models.
- Maintaining fidelity when replicating research based prevention programs.
- Developing culturally competent education and training.
- Conducting education and skill development activities.
- Educating consumers by providing accurate and appropriate information.
- Disseminating appropriate information through prevention materials.
- Providing prevention information to professionals.

Domain 3: Community Organization

- Defining the community through demographics and core values.
- Identifying key community members.
- Identifying/engaging community leaders.
- Identifying needs and resources.
- Developing a prevention plan through collaboration with members of the community.
- Supporting the community through technical assistance.
- Developing the capacity of the community.

Domain 4: Public and Organizational Policy

- Identifying/informing policy makers.
- Planning public policy initiatives.
- Gaining support of decision makers.
- Establishing a relationship with the media/being a credible resource.
- Promoting advocacy for prevention.

Domain 5: Professional Growth and Responsibility

- Attaining knowledge of current prevention theory and practice.
- Networking with colleagues/others in the field.
- Adhering to legal and professional standards.
- Recognizing community norms to ensure sensitivity to unique needs.
- Developing cultural competence.